



# **TOWN OF ARLINGTON**

## **DEPARTMENT OF HUMAN RESOURCES**

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CARYN COVE MALLOY  
DIRECTOR OF HUMAN RESOURCES

# **PAY AND CLASSIFICATION PLAN**

**Effective 7/1/2012 through 6/30/2013**

*Issued June 2012*

*Note: Some collective bargaining agreements are not settled at this time. Effective dates are on each page.*



**SEIU**  
**ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL**  
**CLASSIFICATION PLAN**

<b>GRADE</b>	<b>POSITION TITLES</b>	<b>GRADE</b>	<b>POSITION TITLES</b>
ATP-14	DP Systems Manager	ATP-7	Local Building Inspector Senior Programmer Master Mechanic - Community Safety Assistant Comptroller Tech Resource Admin- Hous. & Disability Supervisor of Bldg Maintenance Supervisor of Motor Equip. Repairs Park Maintenance Supervisor Forestry Supervisor Cemetery Supervisor Supervisor of Recreation Recreation Facilities Supervisor
ATP-13	NO POSITIONS ASSIGNED		
ATP-12	Operations Manager - DPW		
ATP-11	Executive Director - COA Production Coordinator/Comp. Op. (SS) Wire Inspector/Supt. Of Wires Engineering Division Manager Supt. of Building Maintenance Deputy Treasurer/Deputy Collector		
ATP-10	Dir of Housing and Disability - Weath.	ATP-6	Supervisor of Custodians Senior Crime Analyst – Community Safety Office Manager – Health and Human Svs.
ATP-9	Senior Civil Engineer Supervisor of Highway Supervisor of Water & Sewer	ATP-5	Director of Veterans Services
ATP-8	Plumbing and Gas Inspector General Foreman	ATP-4	Production Coordinator/Comp. Op. (DP) Programmer Administrative Assistant – Police
		ATP-3	Assistant Town Clerk
		ATP-2	NO POSITIONS ASSIGNED
		APT-1	NO POSITIONS ASSIGNED

# SEIU Administrative, Technical and Professional Salary Plan FY2012

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
SEIU/APT 1	30,292	31,428	32,607	33,829	35,098	36,414	37,779	39,197
SEIU/ATP 2	33,659	34,921	36,230	37,588	38,998	40,461	41,978	43,551
SEIU/ATP 3	38,201	39,633	41,121	42,663	44,262	45,922	47,644	49,431
SEIU/ATP 4	43,550	45,184	46,878	48,635	50,460	52,352	54,315	56,351
SEIU/ATP 5	45,728	47,443	49,221	51,068	52,982	54,968	57,031	59,170
SEIU/ATP 6	47,785	49,578	51,436	53,364	55,367	57,443	59,597	61,832
SEIU/ATP 7	49,935	51,809	53,750	55,767	57,858	60,028	62,278	64,614
SEIU/ATP 8	51,684	53,621	55,632	57,718	59,883	62,129	64,458	66,875
SEIU/ATP 9	53,492	54,948	57,579	59,738	61,979	64,303	66,714	69,216
SEIU/ATP 10	55,365	57,441	59,595	61,830	64,148	66,554	69,049	71,639
SEIU/ATP 11	58,685	60,888	63,170	65,539	67,996	70,546	73,193	75,937
SEIU/ATP 12	63,382	65,759	68,223	70,782	73,437	76,190	79,047	82,012
SEIU/ATP 13	67,819	70,362	72,999	75,737	78,576	81,524	84,581	87,753
SEIU/ATP 14	73,921	76,693	79,570	82,553	85,650	88,862	92,194	95,651

**NON UNION/AFSCME  
ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL  
CLASSIFICATION PLAN**

<b>GRADE</b>	<b>POSITION TITLES</b>	<b>GRADE</b>	<b>POSITION TITLES</b>
ATP-14	Town Engineer	ATP-5	Planner Administrative Assistant / Claims Coordinator Health Compliance Off/Sealer of W&M Health Compliance Off/Inspections Supervisor Vol. Services Office Manager – BOS Recycling Coordinator Paralegal Assess. Off. Mgr. Office Manager – Treas. (Data Input)
ATP-13	Public Information Officer	ATP-4	Health Compliance Off/Tobacco Program Sr. Loan Officer Head of Circulation Administrative Asst/Billing Agent HHS
ATP-12	Asst. Director of Planning & Community Development Asst Director of Public Works Purchasing Officer Economic Development Coordinator	ATP-3	Animal Control Officer Senior Engineering Aide Building Maintenance Craftsman Administrative Asst. – Fire
ATP-11	Board Administrator Psychologist Director of Youth Services	ATP-2	Junior Engineering Aide Water Account Clerk
ATP-10	Senior Planner and Housing Director	APT-1	NO POSITIONS ASSIGNED
ATP-9	GIS Coordinator		
ATP-8	Geriatric Nurse Clinician Public Health Compliance Officer Youth Coalition Director Social Worker - COA Public Health Nurse		
ATP-7	Prin. Clinical Social Worker - Hum. Svcs Clinical Coordinator Management Analyst- Treasurer Human Resources Assistant Weatherization Coordinator		
ATP-6	Conservation Administrator Executive Secretary/AA – TM Residential Housing Specialist Junior Civil Engineer Grants Admin - Planning and CD		

# Administrative, Technical and Professional Salary Plan FY2012

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
ATP 1	30,146	31,276	32,450	33,666	34,929	36,238	37,597	39,006
ATP 2	33,496	34,752	36,055	37,407	38,809	40,265	41,775	43,341
ATP 3	38,018	39,444	40,923	42,457	44,049	45,701	47,414	49,193
ATP 4	43,339	44,965	46,651	48,401	50,216	52,097	54,053	56,079
ATP 5	45,506	47,213	48,984	50,820	52,726	54,704	56,755	58,883
ATP 6	47,554	49,338	51,188	53,107	55,100	57,165	59,309	61,533
ATP 7	49,695	51,558	53,491	55,496	57,578	59,737	61,978	64,302
ATP 8	51,434	53,361	55,364	57,440	59,594	61,828	64,147	66,553
ATP 9	53,234	55,230	57,302	59,450	61,679	63,992	66,392	68,882
ATP 10	55,097	57,163	59,306	61,530	63,838	66,232	68,716	71,293
ATP 11	58,403	60,593	62,865	65,222	67,669	70,206	72,838	75,570
ATP 12	63,075	65,439	67,894	70,441	73,081	75,822	78,666	81,616
ATP 13	67,491	70,021	72,647	75,370	78,197	81,130	84,174	87,329
ATP 14	73,565	76,324	79,186	82,154	85,236	88,432	91,747	95,188

# OFFICE ADMINISTRATIVE CLASSIFICATION PLAN

<b><u>GRADE</u></b>	<b><u>POSITION TITLES</u></b>
OA-1	Telephone Operator Pr. Cashier/Clerk - Treas. Finance Committee Secretary
OA-2	Sr. Clerk & Typist - Town Clerk Sr. Clerk & Typist - Assessors Library Assistant Sr. Clerk & Typist - Library Sr. Clerk & Typist - Recreation
OA-3	Pr. Acct. Cl./Bk. - Treasurer Pr. Clerk & Typist - Community Safety Asst. Reg. Voters Output Media Handler Pr. Clerk - Cemetery Pr. Clerk & Sec. - ZBA Pr. Clerk & Sten. - BOS
OA-4	Pr. Clerk - DPW Pr. Acct. Cl./Bk. - DPW Pr. Acct. Cl./Bk. - Comptroller Treasurer's Assistant Zoning Assistant Detention Attendant Pr. Clerk & Sec. - Weatherization Senior Library Assistant Administrative Assistant - Recreation
OA-5	Administrative Assistant - DPW Head Cashier Junior Accountant Pr. Sr. Acct. Cl./Bk. - Treasurer Asst. Coll. (W) Asst. Coll. (E) Legal Secretary Information and Referral Specialist - COA
OA-6	Adm. Aide - Planning and Community Development Data Proc. AA Acct./Op. Asst. - DPW Asst. Coll. (RE)
OA-7	Cash Mgr. Pr. Clerk & Bk. - Library Data Collector Benefits Administrator

Office Administrative Salary Plan  
FY 2012

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	26,322	27,310	28,333	29,395	30,498	31,641	32,827	34,057
2	27,638	28,674	29,749	30,865	32,022	33,224	34,468	35,761
3	31,507	32,688	33,914	35,188	36,505	37,874	39,294	40,768
4	32,924	34,159	35,440	36,770	38,149	39,578	41,062	42,604
5	34,407	35,697	37,035	38,424	39,865	41,359	42,910	44,520
6	36,987	38,375	39,814	41,306	42,855	44,461	46,129	47,858
7	39,206	40,677	42,201	43,785	45,426	47,130	48,896	50,730



# MC CLASSIFICATION PLAN

<b>GRADE</b>	<b>POSITION TITLES</b>
MC 8	Bldg Craftsman (Planning and CD) Working Foreman/Motor Equip. Rep. Electrician Plumber Working Foreman Highway Working Foreman Water & Sewer
MC 7	Motor Equipment Repairman Motor Equip. Repairman - Comm. Safety Working Foreman - Carpenter Working Foreman - Tree Climber Working Foreman - Cemetery Working Foreman - Laborer Working Foreman - Paint Shop
MC 6	Sr Building Custodian - AHS Working Foreman - Mason Telecommunications Dispatcher Motor Equipment Operator III - Water Water Systems Maintenance Craftsman
MC 5	Special Motor Equip. Operator III Carpenter Tree Climber Electrician's Helper Mason
MC 4	Dispatcher - DPW Senior Building Custodian - Town Construction Handyman Senior Building Custodian - School Heavy Motor Equipment Operator II Painter - Maintenance Park Maintenance Craftsman Motor Equipment Maintenance Worker Facility Attendant
MC 3	Motor Equipment Operator I
MC 2	Bldg Custodian - School
MC 1	Laborer - Natural Resources Grounds Maintenance Worker Laborer - Highway, Water, Sewer Watchman/Laborer Parking Control Officer Van Driver

# MC Positions Salary Plan FY2012

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6
MC 1	15.16	15.76	16.41	17.06	17.75	18.45
MC 2	16.32	16.96	17.63	18.34	19.08	19.83
MC 3	16.71	17.38	18.09	18.81	19.55	20.34
MC 4	17.21	17.89	18.63	19.36	20.13	20.94
MC 5	17.85	18.58	19.32	20.10	20.88	21.73
MC 6	18.84	19.60	20.38	21.19	22.05	22.92
MC 7	19.69	20.49	21.29	22.15	23.05	23.96
MC 8	20.28	21.10	21.92	22.82	23.72	24.67

**PROFESSIONAL LIBRARIANS  
CLASSIFICATION PLAN**

<b>GRADE</b>	<b>POSITION TITLES</b>
L 4	Assistant Library Director
L 3	Head of Adult Services Head of Children's Services Technology Librarian
L 2	Head of Technical Services Branch Librarian
L 1	Adult Services Librarian Adult Services/Tech. Services Librarian Childrens' Librarian

**SALARY PLAN  
Fiscal Year 2012**

**Professional Librarians**

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
1	41,875	43,447	45,074	46,765	48,520	50,339	52,226
2	47,197	48,008	49,808	51,676	53,614	55,626	57,711
3	51,825	53,768	55,786	57,878	60,048	62,300	64,637
4	58,563	60,758	63,038	65,401	67,854	70,398	73,038

**Patrolmen's Association,  
Ranking Officer's Association,  
and Firefighters'  
Classification and Salary Plans  
Fiscal Year 2009**

<b>PATROLMEN'S ASSOCIATION</b>	
<b>FY10</b>	
MINIMUM	45,177
MIDPOINT	47,420
MAXIMUM	49,688

<b>RANKING OFFICERS ASSOCIATION</b>	
<b>FY10</b>	
SERGEANT	58,624
LIEUTENANT	68,589
CAPTAIN	79,563

<b>FIREFIGHTERS</b>	
<b>FY09</b>	
FIREFIGHTER	
Minimum	45,175
Midpoint	47,420
Maximum	49,690
Lieutenant	57,637
Captain	66,283
Deputy Chief	76,224

# Management Classification and Salary Plan FY 2012

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	RANGE	Mid-point	Maximum
3	88,399	91,714	95,152	98,721	102,424	Step 5 Maximum	106,264	127,740
2	80,362	83,376	86,503	89,747	93,112		96,604	116,127
1	72,529	75,250	78,071	80,999	84,037		87,188	104,808

Management 3  
 Chief of Police  
 Chief of Fire (Fire and Rescue)  
 Director of Public Works  
 Director of Planning and Development  
 Town Counsel  
 Deputy Town Manager  
 Benefits Attorney/Workers' Compensation Agent

Management 2  
 Comptroller  
 Library Director  
 Director of Inspectional Services  
 Chief Technology Officer

Management 1  
 Director of Assessment  
 Director of Human Resources  
 Director of Health and Human Services  
 Director of Recreation

Note: Progression through steps and the range based on performance.